



Posted: January 25, 2006

**CITY OF NORFOLK
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSALS
for
UNDERGROUNDING UTILITY WIRES MASTER PLAN**

The City of Norfolk is requesting proposals from qualified and competent engineering and consulting firms, licensed to do business in the Commonwealth of Virginia, for the purpose of entering into a contract through competitive negotiations to provide professional services including evaluation, planning, engineering, cost estimating and cost benefit analysis, to develop a comprehensive undergrounding utility wires master plan.

The City recognizes an opportunity to improve the public safety and quality of life of its residents by converting overhead utility wires to underground service. Some of the advantages of undergrounding utility wires include improved reliability of electric, telephone, cable television services due to the reduction in the number of outages due to hurricanes and other storm damage, a reduction in outages due to downed wires from motor vehicle crashes into utility poles, reducing conflicts with street trees and the need for excessive pruning, and the reduction of visual clutter thereby enhancing the City's streetscapes and property values.

It is the City's desire to develop some strategies and options for a comprehensive plan to underground overhead utility wires. Initially, the plan will focus on the City's arterial and collector streets, major intersections and selected gateways. Professional services that will be required, but are not limited to, include:

- Evaluation of the relative aesthetic merits of undergrounding strategies, for example gateways, intersections, corridors, transverse wires, areas etc.
- Cost benefit analysis.
- Cost estimating, including developing guidelines for the City's use.
- Perform field surveys to document existing conditions and to develop inventory of existing overhead utilities.
- Analysis of engineering requirements and construction methods; for example when to use concrete encased duct banks, rigid conduits, direct buried conduit and cables etc.
- Design and engineering services to prepare plans and specifications for specific undergrounding projects.
- Prepare written reports, plans, presentations, studies, etc. as required.

Form of Proposal and Selection Process:

Submittals shall include seven (7) copies of a single-volume, 8.5 x 11 inch, bound proposal. Proposal shall be prepared economically and efficiently to provide the following in 20 sheets of paper or less, including all attachments, covers, and dividers:

1. **Transmittal letter** referencing this RFP.
2. **Geographical Location:** provide the geographical location of key office, staff, sub-consultants and resources.
3. **Firm and Key Staff Qualifications:** short qualification statements of the firm's and sub-consultant's abilities to complete the tasks and demonstration of similar experience. Staff qualifications should concentrate on key personnel who are expected to be assigned to significant portions of work.
4. **Relevant Work Experience:** list similar projects and scopes that your firm successfully completed. List critical project data, contacts and phone numbers.
5. **Small Business and Businesses Owned by Women and Minorities:** identify participation by disadvantaged businesses intended to be used on this project.
6. **Project Approach:** provide graphical representation and/or narrative on how your firm intends to approach the project in developing the Undergrounding Utility Wires Master Plan.

The successful firm will be chosen based on a clear demonstration of: superior firm experience, project team experience, and project approach, including a public participation component. A selection committee, representing the City, will review and evaluate all proposals submitted by invited firms and others. The proposals will then be ranked in order, based on the identified criteria above. The committee shall engage in individual discussions with two or more firms whose proposed services are deemed most meritorious. At that time the committee will enter into negotiations with the first choice firm to determine agreeable terms of compensation for service. If negotiations cannot be successfully completed with the firm of first choice, the committee will then enter into negotiations with the firm of second choice, etc. Upon completion of negotiations, a formal contract agreement will be prepared and executed between the Consultant and the City of Norfolk.

Proposals submitted in the public procurement process are subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or proprietary information must be clearly identified to prevent their disclosure, and the reason why protection is required must be stated (City Code Sec. 33.1-9).

It is the policy of the City of Norfolk to contribute to the establishment, preservation and strengthening of small business, and businesses owned by women and minorities and to encourage their participation in City procurement activities. The City encourages the engineering firms to provide for the participation of small business and business owned by women and minorities through subcontracts and contractual services.

All proposals are due in the office of the Director of Public Work, 7th Floor, City Hall Building, Norfolk, Virginia 23510, no later than **4:00 P.M., Thursday, February 23, 2006**. Seven (7) copies of this proposal shall be submitted. Should there be any questions concerning the proposal, please contact Guzin Akan, Ph.D., City Transportation Engineer, at (757) 664-7300.

Sincerely,

John M. Keifer
Director

Virginia Pilot: January 25, 2006
Demand Star: January 25, 2006